

SOCIAL WELFARE DEPARTMENT

The 6th February, 1984

No. 786-SW(I)-84.—The Governor of Haryana is pleased to make the following rules governing the scheme of "Financial Assistance to Destitute Children". These rules shall be called the "Haryana Dependent Children (Grant of Financial Assistance) to Destitute Children Rules, 1978 and shall be applicable throughout the State of Haryana :—

2. AIM

The aim of these rules is to extend financial assistance to such of the children who are fatherless or whose male Parents get incapacitated due to physical injury or serious disease or become victim of mental instability or has been sentenced imprisonment or is untraceable or due to incapacity to any other similar factor.

3. ELIGIBILITY

A child under twenty-one years of age who has been deprived of parental support or care by reason of death, continued absence from the home of his father for the last 2 years, or father/mother has been sentenced imprisonment for a period not less than one year or physical or mental incapacity of a parent and whose parent's/guardian's income does not exceed Rs 150 per mensem shall be eligible for financial assistance.

4. AGE PROOF

Each applicant shall be required to furnish proof of age in one of the following manners :—

- (i) a certificate from head of an educational or technical institution last attended; or
- (ii) a certificate from a Gazetted Officer of the Central or State Government personally known to the applicant; or
- (iii) an affidavit attested by a 1st Class Magistrate.

5. RATE OF ASSISTANCE

Financial assistance shall be admissible under these rules at the rate of Rs 30 per mensem per child to meet the cost of maintenance and education :

- (i) Provided that not more than two children in a family shall be eligible for financial assistance and that the competent authority shall decide, if there are more than two children in a family, who shall be the two children to whom financial assistance may be given ;
- (ii) Notwithstanding the provisions of clause (i) above, the administrative department may allow the grant of financial assistance to a third child in a family if both the parents of the children have died or are incapable to earn.

Note.—In selecting children preference shall be given to those who are receiving education.

6. MAKING OF APPLICATION :

Application for financial assistance shall be submitted in form FA 'I' by the intending applicants to the Director, Social Welfare Department, Haryana. The requisite form shall be obtainable free of cost from the office of the Director, Social Welfare Department, Haryana, Chandigarh.

7. VERIFICATION

It shall be the duty of the Social Welfare Department to carry out detailed enquiries into the financial position of the applicant and into the other particulars given in the application form. The fact that the applicant is really incapable of maintaining the child shall be verified with great care.

8. POWER TO SANCTION ASSISTANCE

The Deputy Director, Social Welfare, dealing with this scheme shall be the sanctioning authority who shall pass orders on each case on the basis of spot verification conducted by the departmental investigation officer or any other official deputed for this purpose by the sanctioning authority. The decision of Deputy Director, Social Welfare shall be final. The order passed on each case shall be communicated to the applicant and the Accountant-General, Haryana.

STOPPAGE OF ASSISTANCE

9. (i) The sanctioning authority shall have the right to stop payment of financial assistance if at any stage it is found that it was sanctioned on a mistaken ground or false information or the conditions for which the financial assistance was granted no longer exist.
- (ii) Financial assistance shall cease to be payable on the death of a beneficiary and if a grantee dies before receiving assistance for particular period, the same shall lapse.
- (iii) Good conduct in future is an implied condition to the payment of financial assistance. The sanctioning authority shall have the right of withholding or suspending payment of financial assistance if the grantee is convicted of crime involving moral turpitude.
- (iv) In cases where financial assistance is proved to have been obtained on false information the amount of financial assistance shall become recoverable through civil suits or any other means considered necessary.
- (v) Financial assistance shall cease to be payable when a child attains the age of 21 years or the date from which he gets employment, whichever is earlier.

Note.—(a) A suitable note, indicating the date on which the child attains the age of 21 year shall be recorded in PLA Register in block letters in red ink on the page allotted to each beneficiary so as to avoid the possibility of making any payment after that day.

- (b) The beneficiary shall be given the full amount of financial assistance for the month in which he attains the age of 21 years.
- (c) In the case of girls, the financial assistance will be stopped from the date of her marriage, or she gets employment whichever is earlier.

Change of address

10. It shall be obligatory on a grantee to intimate change of address to the Director, Social Welfare, Haryana. Persons shifting outside the State of Haryana shall cease to be eligible for this assistance if the absence outside the State exceeds three months' period.

PERIODICAL CHECK UP

11. The cases of beneficiaries shall be subjected to periodical check up by the case worker or any other officer/official specifically deputed for this purpose.

MODE OF PAYMENT

12. Financial Assistance shall be payable by money order without deduction of money order fee which shall be borne by the Government. The payment of this assistance shall be made every quarter in the last month of the quarter whereas it pertains.

PART-II ACCOUNTING PROCEDURE

The following paragraphs shall regulate the accounting procedure in respect of the "Haryana Dependent Children (Grant of Financial Assistance) to Destitute Children Rules, 1978"

REGISTRATION OF APPLICATION

13. On receipt of an application in the prescribed form (FA I), it shall be recorded in the receipt register (FA II) maintained in office of the Director, Social Welfare, Haryana. Every applicant shall be issued an acknowledgement card (FA III) indicating the registration number of his/her application for all future correspondence.

14. Financial assistance shall be sanctioned for the financial year during which it is granted and shall be subject to renewal from year to year according to the circumstance of each case.

15. Financial assistance shall become payable from the 1st of the month in which it is sanctioned. The rate of this assistance shall be Rs 30 per mensem per child.

15A. Financial assistance under these rules shall not be liable to attachment by any Court of Law.

16. Record of all the payments shall be maintained in the Personal Ledger Account Register (FAIV) and each grantee shall be allotted a separate page and account number in the ledger.

17. It shall be particularly born in mind that before the money order is issued, correct name with parentage and complete address of the payee is given. A responsible officer/official by the Deputy Director, Social Welfare shall sign the money order form and initial the entries in the Personal Ledger Account Register after carefully comparing the concerned documents. The postal authorities be requested to issue instructions to the postman charged with the task of disbursement of money orders to disburse the amount to the actual payee and to none else in the presence of a literate person.

Note. The payment of financial assistance shall be made to the parent/guardian of the child who apply for the financial assistance in respect of their children/wards and not direct to the children.

18. (i) No. payment shall be made until the payees' acknowledgement for the previous payment has been received and not to that effect recorded in the relevant column of the PLA Register or till satisfactory proof is available that the money has been correctly paid to the right payee.

(ii) Only such amounts as are required for immediate disbursement/remittance shall be drawn from the Treasury.

(iii) The Drawing and Disbursing Officer shall be required to attach a certificate with the bill in which amounts required for remittance are drawn to the effect that the amounts drawn in the previous bill have since been remitted, and that any amount received back on account of undelivered money order during the intervening period have been noted in the proper register/accounted for and are being short drawn in the present bill.

19. Every month, personal ledger accounts of all the grantees shall be examined and these amounts which have remained unpaid should be promptly enquired into. If the payees' acknowledgement is not received within 3 weeks the postal authorities concerned should be immediately addressed to verify the position of the money order(s). Payees acknowledgements shall be preserved and kept under lock and key for a period of two years or till those have been audited whichever is later.

20. The amounts which are received back as undisbursed shall be received by the Deputy Director or in his/her absence by the next lower authority and a proper record of such amounts kept in a separate register (FAV). Each entry in this register shall be initialled by the receiving officer/official.

21. The amounts which received back as undisbursed shall be taken on the Cash Book and the entire amount thus received shall be refundable by short drawal in the subsequent bill.

22. The Director, Social Welfare shall be in over all charge of this scheme and necessary instructions in regard to its proper enforcement and accounting procedures shall be issued by him from time to time. He shall be assisted by the Deputy Directory who shall perform the functions of Drawing and Disbursing Officers and shall be responsible to advise to Director, Social Welfare in all matters, relating to the scheme.

23. The expenditure involved would be debited to the head "288—Social Security and Welfare Social Welfare—V—Child Welfare—(vi)—Financial Assistance to Destitute Children—Other Charges (Plan)".

24. This issues with the concurrence of Finance Department Conveyed,—vide their U.O. No. 1641-3FGII-78, dated 5th June, 1978 and 400-3FGII-84, dated 1st March, 1984.

M. G. DEVASAHAYAM,

Commissioner and Secretary to Government, Haryana,
Social Welfare Department.

FORM FA I

Application form for giving Financial Assistance to the Destitute Children

1. Name of the applicant i. e. Father/
Mother/Guardian. ..
2. Whether Father divorced/Widower ..
3. Whether Mother divorced/Widow ..
4. Whether Father is in prison, if so, for what
period, with date imprisonment. ..
5. Whether father is absent from the home, if
so, since when? ..
6. Father's age ..
Mother's age ..
7. Father/Husband name ..
8. Caste ..
9. Income of the family ..
10. Address where financial assistance should be
remitted ..
11. Permanent address ..
12. Nature of disability/disease with which the
applicant is suffering if any (with medical
certificate from the Assistant Surgeon). ..
13. Whether in receipt of any pension or gratui-
ty or any other income from any source
(Please specify). ..
14. Details of moveable and immoveable pro-
perty owned, with monthly income there ..
from.
15. How do you maintain yourself and your
family members? ..
16. Particulars of dependent children

Serial No.	Name of Dependents	Age	Relation
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17. Name of child whom financial assistance is needed.

(i) His/her age.

(ii) Whether studying, if so, in which class ?

(iii) Certificate pertaining to date of birth should be attached.

18. Whether the amount of assistance will be utilised solely for the benefit of the child for whom it is sanctioned?

Signature of the applicant

DECLARATION

I, _____ son of _____
resident of _____ Tehsil _____
District _____ do hereby declare and affirm that the
above particulars are true to the best of my knowledge and belief and nothing has been
concealed.

(Signature of the applicant)

TO BE ATTESTED BY GAZETTED OFFICER

FORM FA II

Serial No.	Date of receipt	Name of the applicant and Father's/Husband's name	Full address	District
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Whether aged or disabled	Name of son/daughter for whom the assistance is needed	Recommending authority	Authority,— <i>vide</i> which assistance sanctioned	Remarks
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HARYANA GOVERNMENT
SOCIAL WELFARE DEPARTMENT

No. FADC

Dated, Chandigarh, the

This is to acknowledge the receipt of your application form for the financial assistance to dependent children. It has been registered in this office at No. _____ dated _____ and a decision taken thereon will be conveyed to you in due course.

Dy. Director,
for Director, Social Welfare, Haryana,
Chandigarh.

On India Government Service

To

FORM FA IV

PLAN

Name of the beneficiary Father's/Husband's name Name of Town/Tehsil/Distt.	Date on which the child attains the age of 21 years (in red ink)	Authority		
Serial No. of application	Rate of assistance	Month from which assistance commenced	Period for which the sanction is valid	Period to which the assistance relates
1	2	3	4	5
Initials of Branch Incharge	Reference to acknowledgement of the postal receipt from the beneficiary	Reasons for the disburse- ment of remittance of assistance		
6	7	8		

FORM FA V

Serial No.	Regd. No.	Name of the Procedures/ beneficiary	Father's/ Husband's name	P.L.A.	Name of month(s) for which M.O. received unpaid
1	2	3	4	5	6
Amount	Initials of Branch Incharge	Disposal of undelivered by short drawal repayment etc.	Authority under where the amount for unpaid M.O. disposed o	Reference to Bill No. and month by which short drawal is made	Remarks
7	8	9	10	11	12